

APPLICATION FOR APPROVAL OF INSTITUTION OF HIGHER LEARNING (IHL) OR NON-COLLEGE DEGREE (NCD) PROGRAMS AT ACCREDITED PROPRIETARY OR PUBLIC INSTITUTIONS

- I. INSTRUCTIONS:** The California State Approving Agency for Veterans Education (CSAAVE) may consider for approval IHL (institution of higher learning) degree programs and NCD (non-college degree) certificate programs offered at accredited institutions for the training of veterans and eligible persons under Title 38 U.S. Code. This application packet contains forms, instructions, and informational materials to assist you in preparing the application.

Note for Non-Accredited Institutions that Offer Degree Programs: Degree programs offered at non-accredited institutions are considered Non-College Degree (NCD) programs for approval for veterans training purposes. Law schools that are accredited by the State Bar of California, not the American Bar Association, are considered non-accredited for approval for veterans training purposes. Institutions that offer these programs should complete the Application for Approval of Non-College Degree (NCD) Programs at Non-Accredited Institutions.

Note for Proprietary Institutions Only: The institution must have been approved by the former Bureau for Private Postsecondary and Vocational Education (which ceased operations on June 30, 2007), unless exempted from this requirement, and have been in operation for at least two years to be eligible for the training of veterans.

- II. FORMS AND DOCUMENTS:** Prepare and submit **two sets** of the following forms and documents (one set must have **original signatures**):
1. Application for Approval to Train Veterans and Eligible Persons (CSAAVE Form 11076)
 2. Documents substantiating Approval to Operate from the former Bureau for Private Postsecondary and Vocational Education (for proprietary institutions only).
 3. Document verifying accreditation status.
 4. VA Forms:
 - a. VAF 22-8794, Designation of Certifying Officials (Form must be requested from CSAAVE or via the following hyperlink: [VA Form 22-8794](#).)
 - b. VAF 27-8206, Statement of Assurance of Compliance with Equal Opportunity Laws (Form must be requested from CSAAVE or via the following hyperlink: [VA Form 22-8206](#).)
 - c. VAF 22-1919, Conflicting Interests Certification – Required from Proprietary Schools Only (Form must be requested from CSAAVE or via the following hyperlink: [VA Form 22-1919](#).)

5. True and correct statement form (CSAAVE Form 11071). Attach a copy of this form to each catalog submitted.
6. School catalog and/or veterans information bulletin (VIB): The catalog or VIB must be prepared to include all items as shown within the Catalog Approval Criteria on pages 6 and 7 of this document. The institution may submit its catalog without a VIB Bulletin as long as the policies conform to those in the sample VIB. If the catalog policies do not conform to those in the sample VIB, the institution may prepare an addendum to the catalog to include the policies that are absent from the catalog. Please ensure that all applicable criteria are met within the submitted materials.

III. ADDITIONAL INSTRUCTIONS: Please ensure that the submitted application materials are complete and accurate, and that the school has complied with all requirements. If the application is incomplete, it will be returned to the institution. Allow 60 to 90 days for the processing of the application. Other instructions are as follows:

1. **Communicate with CSAAVE Education Specialist:** The school administrator is encouraged to communicate directly with CSAAVE for assistance with completing the application, as necessary. CSAAVE's telephone and FAX numbers are as follows:

Phone: (916) 574-7778 FAX: (916) 574-8653

2. **Visitation by Agency Representatives:** After your application is deemed complete, but before CSAAVE issues approval the Department of Veterans Affairs (DVA) accepts the approval, a CSAAVE Education Specialist will conduct a site visit to the institution to evaluate your facility.

Following issuance of approval, and once veterans enroll in your programs, representatives from the DVA and CSAAVE may visit your school facility during normal working hours. School administrators must make available to them all records pertaining to the school and its operation.

3. **Applicable Laws and Regulations:** Some informational materials are enclosed with this application packet, but school administrators are referred to and are advised to be knowledgeable of the laws and regulations contained in Title 38, United States Code. The Code of Federal Regulations (CFR) Part 18 can be purchased at:

Superintendent of Documents, Mail Stop: SSOP, Washington, DC 20402-9328.

4. **Catalog or VIB Distribution:** After the institution receives its official notification (Approval Letter) that CSAAVE has approved the program(s), the school catalog or VIB must be provided to each enrolled veteran or eligible person.
5. **Catalog or VIB Revisions:** The school catalog or bulletin must be kept current. In addition, CFR Title 38 requires that any further revisions must be approved by CSAAVE. Pen and ink revisions are not acceptable amendments. Revised materials for approval must be submitted to CSAAVE in **Duplicate SETS**, approximately 45 days before the requested effective date. The catalogs or VIB submitted to CSAAVE are required to be accompanied by a complete "True and Correct Statement" (copy attached to each catalog).

CALIFORNIA STATE APPROVING AGENCY FOR VETERANS EDUCATION

APPLICATION FOR APPROVAL OF IHL DEGREE PROGRAMS IN ACCREDITED AND NON-ACCREDITED PROPRIETARY, PUBLIC, OR TAX-SUPPORTED INSTITUTIONS

1. Name of institution:			
2. Physical address:			
3. County:			
4. Mailing address:			
5. Phone No.:			
6. FAX No.:			
7. Type of institution: <input type="checkbox"/> Degree granting <input type="checkbox"/> Non-degree granting			
8. Is a diploma or certificate of completion or degree issued at graduation? <input type="checkbox"/> Yes <input type="checkbox"/> No			
9. Type of ownership: <input type="checkbox"/> Public <input type="checkbox"/> Supplemental approval <input type="checkbox"/> Change of ownership <input type="checkbox"/> Other:			
10. Profit status: <input type="checkbox"/> Nonprofit <input type="checkbox"/> Private profit <input type="checkbox"/> Private nonprofit			
11. Type of approval: <input type="checkbox"/> Original approval <input type="checkbox"/> Supplemental approval <input type="checkbox"/> Change of ownership <input type="checkbox"/> Other:			
12. Name of owner(s) / corporation:			
13. Name and title of chief school official:			
14. Full Name of Program as it Appears on the Document of Completion (IHL and/or NCD Programs)	Page #	Total Credit Units	Clock Hours

TRUE AND CORRECT STATEMENT FOR SCHOOL CATALOG/BULLETIN

Instructions: This form must be completed with an original signature and enclosed with each copy of the catalog or bulletin the institution is submitting for approval. This is a U.S. Department of Veterans Affairs requirement.

Institution name: _____ Facility Code: _____

Physical Address: _____

City: _____ Zip Code: _____

THIS IS TO CERTIFY THAT THIS SCHOOL CATALOG OR BULLETIN, OR ATTACHED MATERIAL SUBMITTED AS A BASIS FOR THIS APPROVAL, IS TRUE AND CORRECT IN CONTENT AND POLICY, IN ACCORDANCE WITH THE REQUIREMENTS OF THE CODE OF FEDERAL REGULATIONS SECTION 21.4253(d)(1) and SECTION 21.4254(b).

Catalog/Bulletin Effective Day, Month, and Year: _____

Catalog/Bulletin Ending Day, Month, and Year: _____

Signature of Institution's Authorized Representative

Date

Printed Name of Institution's Authorized Representative/Official Title

CATALOG APPROVAL CRITERIA

FOR APPROVAL OF IHL DEGREE PROGRAMS OR NCD CERTIFICATE PROGRAMS IN ACCREDITED PROPRIETARY OR PUBLIC INSTITUTIONS

Instructions: Please indicate the page number(s) where these items/policies are found in the catalog. If the catalog does not contain a required item or policy, please include an addendum or separate veterans' information bulletin to comply with federal regulations. Complete and return with True and Correct Statement (CSAAVE Form 1171).

GENERAL

Page

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|-------|----|---|
| _____ | 1. | Name of institution |
| _____ | 2. | Complete address, phone, and administrative address |
| _____ | 3. | Effective date of catalog and/or Veterans Information Bulletin |
| _____ | 4. | Description of instructional facilities |
| _____ | 5. | Listing of governing body, officials, faculty and their qualifications |
| _____ | 6. | Calendar or Schedule of classes (showing holidays, beginning and ending dates of each term, hours of operation) |
| _____ | 7. | Schedule of fees for tuition, books, equipment, laboratory fees, rentals and deposits |

POLICIES

Page

- | | | |
|-------|-----|--|
| _____ | 10. | Enrollment/admissions policy (that includes specific entrance requirements for each course) |
| _____ | 11. | Policy for evaluation of credit for previous education and training that specifies that the institution will maintain a written record of the previous education and training of veterans and eligible persons, that the record will clearly indicate that credit has been granted, if appropriate, with the student notified accordingly. (Accredited institutions are no longer required to report prior credit to VA.) |
| _____ | 12. | Leave of absence |
| _____ | 13. | Tardiness |
| _____ | 14. | Interruption for unsatisfactory attendance/unexcused absences |
| _____ | 15. | Class cuts |
| _____ | 16. | Make-up work |
| _____ | 17. | School's grading system for each class |
| _____ | 18. | Grade or grade point average (GPA) required for continuing enrollment/GPA required for graduation |
| _____ | 19. | Conditions for interruption for unsatisfactory progress/dismissal policy and description of a probationary period, if any. (Note: The progress policy must be specific enough to determine the point in time when VA educational benefits should be discontinued when the veteran or eligible person ceases to make satisfactory progress.) It should specify that no more than two terms on probation would be permitted. |
| _____ | 20. | Conditions for reenrance after dismissal for unsatisfactory progress/re-enrollment policy |
| _____ | 21. | Conduct policy |

- _____ 22. Pro-rata refund policy consistent with accrediting association and/or US Department of Education guidelines

EDUCATIONAL PROGRAMS

Page #

- _____ 23. Certificate programs. Note: For each certificate program submitted for approval, the catalog should include a course outline, showing subjects or units in the course, and the occupational objective or skill to be learned.
- _____ 24. Approved transfer programs ([accredited IHL institutions only](#)) (signed CSAAVE Form 1174 submitted)
- _____ 25. Practical training/externship/internships (signed CSAAVE Form 1172 submitted)
- _____ 26. Television courses
- _____ 27. Teacher certification courses
- _____ 28. Refresher and remedial courses
- _____ 29. Studying abroad
- _____ 30. Independent study/directed studies including online, self-paced courses ([accredited IHL institutions only](#))
- _____ 31. Combination programs/dual majors
- _____ 32. Cooperative education
- _____ 33. Nursing fieldwork
- _____ 34. Professional internship/clinical pastoral
- _____ 35. Branches w/o administrative capability ([signed CSAAVE Form 1175 submitted by proprietary institutions only](#))
- _____ 36. Clinical training required for medical or dental specialty course
- _____ 37. Non-contracted training programs ([fire and law enforcement academies](#)) (signed CSAAVE Form 1173 submitted)
- _____ 25. High school diploma programs

SAMPLE VETERANS INFORMATION BULLETIN

VIB Cover

VETERANS INFORMATION BULLETIN

2007-2008

(Use appropriate current date)

CAPITOL BUSINESS SCHOOL

(Use appropriate school name)

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Name of Institution: CAPITOL BUSINESS SCHOOL

Physical Address: 200 West Capitol Avenue
Sacramento, California 90000

Mailing Address: P. O. Box 1234
Sacramento, California 90001

Telephone Number: Day and night: (916) 456-7890
EMERGENCY: (916) 765-4321

Fax: (916) 233-4455

(List the agencies the school is approved and/or accredited by.)

Approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code.

Bulletin effective July 1, 2007 through June 30, 2008 ([use appropriate dates](#))

The information contained in this bulletin is true and correct in content and policy.

Signature of School Official

Date

([Please sign when submitting this VIB for approval](#))

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SCHOOL GOVERNING BODY, ADMINISTRATORS, AND FACULTY

Owner -

Capitol Business School, Inc.
(A California Corporation)

Directors -

Mr. Jackson Gold - President
Mrs. Samantha Gold - Vice President
Mrs. Susan Janeway - Secretary/Treasurer

Administrative Officials-

Mr. James Bell - General Manager
Mrs. Carla Brooks - Registrar/Veterans Record Clerk/VA Certifying Official

(**Note:** Indicate the person designated as "Veterans Records Clerk" or "VA Certifying Official". A copy of the certifying official's signature (and a sample facsimile signature, if one will be used) must be included.

Instructors-

Mr. Joseph Kaplan - Instructor

Mrs. Georgia Carr - Instructor
Mr. Thomas Nesmith - Instructor
Mrs. Cheryl Moore - Instructor

INSTRUCTIONAL FACILITIES

The school's physical address is 200 West Capitol Avenue, Sacramento, California 90000. The school consists of 3000 square feet of classrooms and offices on one floor specifically designed as a business school. There are three administrative offices and five separate classrooms, each with a capacity for 40 students, with teaching equipment sufficient to meet educational needs. Two restrooms are located in the rear of the building. Available courses are:

Secretary
Clerk-Typist
Stenographer

There is also a bookstore and a lunchroom on the premises.

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ENTRANCE REQUIREMENTS

Entrance in any of our training requires that prospective students possess a high school diploma or its equivalent, and achieve an average grade of 70 in entrance tests given by State Capitol Business School in English, Spelling, and Basic Mathematics. Each person is accepted only if, in the school's opinion, such individual has the possibility of success in the chosen objective.

POLICIES

- A. Enrollment Policy
Students may enroll on any day school is in session.
- B. Credit Evaluation Policy
This institution will inquire about each veteran or eligible person's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate. The veteran or eligible person will be notified of the evaluation result. **(NOTE: ALL PRIOR TRAINING MUST BE EVALUATED.)**
- C. Attendance Policies
 - 1. Absence - Absence will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the school director. All other absences will be considered unexcused.
 - 2. Tardiness - Tardiness is a disruption of a good learning environment and is to be discouraged. Tardiness without legitimate reason on two occasions in one class will be considered as one unexcused absence.

3. Interruption for Unsatisfactory Attendance - Students who have not maintained the required minimum attendance average of 80 percent class will be placed on probation for one month. If the student does not improve the attendance average to the required minimum by the end of the probationary period, the student will be terminated from the training program. VA will be notified accordingly.
4. Cutting classes - Cutting of classes will be considered as unexcused absences.
5. Make-Up Work - Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance.
6. Leave of Absence - Written requests for leaves of absence will be considered and such leaves may be granted to students at the discretion of the school.

D. Progress Policies

1. The school's grading system for each class is:

1. Excellent	93 -100
2. Above Average	85 - 92
3. Average	78 - 84
4. Below Average	70 - 77
5. Unsatisfactory	69 - or Below
2. Grade average required for certifying completion of a course is a passing grade of 70. Upon successful completion, a diploma or certificate will be awarded.
3. Conditions for interruption for unsatisfactory progress:
When the grade average of a student is unsatisfactory for a calendar month, the student will be placed on probation. If, during the next month the student's grade average is still unsatisfactory, the student will be interrupted and the VA will be promptly notified.
4. Condition for re-enrollment:
Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions that caused the interruption for unsatisfactory progress have been rectified.

E. Conduct Policy

Students shall at all times when on the school premises conduct themselves in an orderly and considerate manner, and shall appear for classes in a sober and receptive condition. Violation of this condition is a just cause for dismissal.

F. Refund Policy

Policy must comply with applicable accrediting association and/or U.S. Department of Education standards.

INSTRUCTIONAL SCHEDULE

- A. Training is offered on Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays.

- B. Class periods meet on the following schedules:
- | | | | |
|------------|---------------|------------|-------------|
| 1st period | 8:00 - 8:50 | 5th period | 1:00 - 1:50 |
| 2nd period | 9:00 - 9:50 | 6th period | 2:00 - 2:50 |
| 3rd period | 10:00 - 10:50 | 7th period | 3:00 - 3:50 |
| 4th period | 11:00 - 11:50 | 8th period | 4:00 - 4:50 |
- C. School is closed for the following holidays and/or vacation time: (Specify all days or periods of closure, for example: Presidents' Day, Independence Day, Memorial Day, Thanksgiving and Friday after Thanksgiving, two weeks for Christmas and New Year's, etc.)

COURSE REQUIREMENTS AND FEES

A. Secretarial:

The secretarial course curriculum consists of the following required classes and hours:

Typing	240 Hour
Shorthand	190 Hours
Bookkeeping	150 Hours
Mathematics	40 Hours
Office Machines	50 Hours
Law	40 Hours
English	120 Hours
Civil Services	25 Hours
Filing	25 Hours
Office Practice	<u>200 Hours</u>
	1080 Total Hours

Course Fees

Tuition	\$900.00
Registration	\$10.00
Books and Supplies	\$100.00
Tools Supplies	<u>\$100.00</u>
	\$1110.00 Total charges

B. Clerk Typist

The clerk typist course curriculum consists of the following required classes and hours:

Typing	144 Hours
Civil Service	36 Hours
Office Machine	<u>60 Hours</u>
	240 Total Hours

Course Fees

Tuition	\$300.00
Registration	\$10.00
Books and Supplies	\$15.00
Tools and Supplies	<u>\$10.00</u>
	\$335.00 Total charges

PROVIDE A DETAILED COURSE DESCRIPTION FOR EACH COURSE OFFERED, if not included in School's catalog.

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ADVERTISEMENT

Appropriate Statement

"Approved to train veterans and other eligible persons" or "Institution is approved by the California State Approving Agency to enroll veterans and other eligible persons".

Statements cannot be inaccurate or misleading.

REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS

For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at **1-888-442-4551**.

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Note to School: The Department of Veterans Affairs required that the Catalog and/or Veterans Information Bulletin be furnished to each veteran or eligible person upon enrollment. We recommend use of this "proof of issue" to document receipt by these students. Maintain the signed form in the student file.

STATE CAPITOL BUSINESS SCHOOL
200 West Capitol Avenue
Sacramento, CA 90000

I have received a copy of the Catalog and/or Veterans Information Bulletin, which contain the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.

Print Name (Veteran or Eligible Person): _____

Signature: _____

Enrolled by: _____

Date: _____
